

ROCKY MOUNTAIN / GREAT BASIN IBPG SPRING MEETING

Enter Date / Time

February 20 – 21, 2008

<i>ROCKY MOUNTAIN & GREAT BASIN COMMITTEE MEMBERS</i>	
<input checked="" type="checkbox"/> Brenda Even, South Dakota State, Chair	<input checked="" type="checkbox"/> Lynda Berckefeldt, Wyoming State
<input checked="" type="checkbox"/> Carol Salo, Great Basin BLM, Vice Chair	<input type="checkbox"/> BIA, Vacant
<input checked="" type="checkbox"/> Tina Ledger, Great Basin FS	<input checked="" type="checkbox"/> Sue Huston, Contracting R4 SME
<input checked="" type="checkbox"/> Denise Tomlin, Rocky Mountain FS	<input checked="" type="checkbox"/> Dell McCann, Contracting R2 SME
<input checked="" type="checkbox"/> Dave Johnson, Rocky Mountain BLM	<input checked="" type="checkbox"/> Scott Wintemute, BUYT Coord
<input checked="" type="checkbox"/> Karrie Davin, NPS	<input type="checkbox"/> Jill Bogdonovich, Dispatch SME
<input checked="" type="checkbox"/> Janell Ray, Colorado State	<input checked="" type="checkbox"/> Beth Hermanson, Recorder
<input checked="" type="checkbox"/> Ken Homik, Idaho State	<input type="checkbox"/> GB Operations
<input checked="" type="checkbox"/> Sandy Chandler, Kansas State	<input type="checkbox"/> Christie Neill, Great Basin CG
<input type="checkbox"/> Scott Sisco, Nevada State	<input checked="" type="checkbox"/> Ray Weidenhaft, Rocky Mountain CG
<input checked="" type="checkbox"/> Jane Martinez, Utah State	
<i>GUEST:</i> Sheri Fox, Angie Hinker, Bev Derringer, Sherry Bauer, Steve Waters, and LeeAnn Evans.	

Brenda Even, Chair, called the meeting to order and opened with comments about the facility. Introductions were made and new members were welcome.

Discussion:

Buying Team Discussion

- Scott Wintemute, Buying Team Coordinator, handed out the new team rosters for approval.
- There are a lot of trainees on the list, not many on the teams. Need to make sure that trainees are getting out on assignments.
- Not many nominees wanted to do a job-share position. Scott stated there were a few but none were put on teams. Dell McCann stated that he had two in his office that were trainees but willing to be on a team as a job-share. Scott said he would look into this and try to add them to a team.
- We need to keep building teams. Would like to be able to add a Type 1 Team next year.
- The committee would like to see Sue Houston become a qualified Type 1 Team Leader this year so she can take over the second Type 1 Buying Team next year.
- Dave Johnson will go to Jerry's team.
- Motion was made: Approve the teams as they are structured; with assigning each team a group of trainees to call out as needed. Lynda Berckefeldt – 1st, Karrie Davin – 2nd, All voted yes, motion was carried.
- A letter will be sent out to all Buying Team Leaders explaining the new trainee list and how they are to utilize that list when taking assignments. This letter will also explain the committee's commitment to getting as many trainees signed off as possible this year.
- Scott Wintemute handed out the agenda for the Buying Team workshop to be held in Reno, Nevada.
- So far there are 48 nominations in for the workshop. Scott expects there will be about 60 people in attendance. Discussion was held on the agenda, some suggestions were made to change a few items.

- Brenda Even, Chair, took the Buying Team Member Taskbook to the Rocky Mountain Coordinating Group Meeting held in Denver in January. The Taskbook will be forwarded to the training committee by RMCG for their review.

Recruitment:

- Brenda Even explained the reason behind the need to discuss recruitment. RMCG has been tasked by the Executive Committee to create a succession plan for all the Incident Management Teams in the Rocky Mountain Region. This includes the Type 1 Team out of the Great Basin/Rocky Mountain Region. In the finance section there is a great short-fall. Therefore, we need to look at the brochure that was created a couple of years ago and see if we can resurrect it again. RMCG was very interested in the brochure.
- All agreed the brochure was a good idea. Denise Tomlin has a copy of the brochure. She would like to make some improvements; there is a lot of information on the brochure. She feels maybe the committee could make it a little simpler and refer interested people to the web-site that is being created for more detailed information. Everyone agreed this was a good idea. Denise would like to see more of a bookmark style for the brochure, maybe in color if possible; this would catch people's attention. Denise Tomlin and Janelle Ray will work on the design of the bookmark. Karrie Davin will work on the web-site. They will send an example around for all to look at when they have it designed.

Website:

- Karrie Davin is working on designing the website. She explained that she should be done with the design within the next couple of weeks. The main body of the web-site will feature contracting and contractor information.
- All agreed that the web-site should host all committee members' agency links.
- The website will be hosted on the Great Basin website. Great Basin has agreed to give Karrie web-master rights to keep the website updated.
- It was recommended that all committee members check their own websites to make sure information out there is correct. It was also recommended that committee members add a link to their websites which will lead contractors to this website for contracting information.

Review of Supplements:

- Chapter 10:
 - All agreed that information needs to be added to Chapter 10 explaining how to handle personnel hours on contract engines. The 16 and 8 rule does not apply to engines only personnel, this needs to be clarified. Reference should be made in Chapter 20 to see Chapter 10 for clarification. Tina Ledger will make the requested change.
- Chapter 20:
 - Carol Salo handed out a draft. All reviewed the draft and discussion was held.
 - Need to add language that is in last year's supplement referencing commercial use invoices; Can still use a shift ticket to document use.
 - Need to add a reference when dealing with commercial invoices to go to Chapter 50.
 - The Committee agreed to use the national template when dealing with hours for contractors. This issue concerns whether to pay single or double shift for contractors based on hours worked.
 - Add language to the effect that fuel vendors are asked to except credit-cards for payment. The issue is that some of the smaller vendors do not except credit cards and in some areas that is all there is to use. If that is the case then the committee agrees that you will need to use fuel tickets; but the preferred method is for vendor to be able to except credit card payment.
 - Tina will update the FAQ sheet on accepting credit cards.
- Chapter 40:
 - Tina Ledger has Chapter 40 already. It has been formatted and is ready to go.

- Chapter 50:
 - Janelle has the last of the updates now and should have Chapter 50 to Tina by next week for formatting.
- Chapter 80:
 - Tina is almost done with Chapter 80. Just a couple of updates, need to reference that cost worksheet will now be available on the incident business website.

Brenda stated that all updates for the Chapter's need to be to Tina by April 3rd, she will then format them and send them to Brenda to take to the RMCG meeting in Rapid City on April 7th for the RMCG Chair to sign.

Vehicle Inspections:

- It was brought up that there have been issues in the past with not having enough personnel to do vehicle inspections. There have been several instances where crews have gotten on to busses that had not been inspected before leaving for an assignment. Dell stated that all equipment is required to have a DOT inspections before hauling crews. This inspection is usually done once a year. It was decided by the committee that they would host an inspection course. This is not the DOT course. Brenda instructed Dave Johnson to organize the course in a central location, find the instructor and send the information to her. She will send it to Sheri who will circulate it to all the dispatch centers. All committee members need to recruit individuals to attend this course.

New Members Charter changes:

- Carol Salo has asked on behalf of Bureau of Land Management to add a representative from each State, this would include Colorado, Nevada, Utah, Wyoming and Idaho. Although they are each in the same geographical areas they each have their own way of doing business. Therefore they feel that one vote and one representation on the committee is not covering all their needs.
- A motion was made: that representative's from Colorado, Nevada, Utah, Wyoming and Idaho BLM each have a representative on the business committee and each will have a vote on this committee. Carol Salo – 1st, Lynda Berckefeldt – 2nd. All voted yes, motion was carried. Change of members will be updated in the Charter.
- The quorum for voting will now be changed from 8 members to 10 members.
- The committee will also make a point of inviting members from the Operations, Dispatch, and Logistics committee to join them at each meeting. These representatives will be from the geographical area that the committee is meeting in.

Review of Fall Meeting Minutes:

- Fall 2007 minutes were reviewed. Updates were made to the minutes.
- Minutes will be posted on the RMCG website. Minutes will also be sent electronically to all committee Chair's under RMCG, including the Chair for RMCG.
- Motion was made; from this point forward the Chair and Vice-chair review meeting minutes and approve them. Brenda Even – 1st, Lynda Berckefeldt – 2nd, All voted yes, motion was carried.

Records Retention:

- Discussion was held on records retention. Brenda has received all archived information and will review it. She will pick out what she feels is important to keep and scan it so there is a electronic copy. It is to difficult to keep track of all the information in hardcopy format.
- CD's were made and handed out to committee members that wanted them.
- All signature pages for the supplements should remain with the Chair. Members are only expected to carry the current year's minutes when attending meetings.

AD Plan:

- Went thru the Chapter 10 supplement; removed the Resource Casual Hire Form.
- No changes were made to the verbiage of the 11.2 – Casuals clause.
- Read 12.7-2: Length of Assignment; days off pertain only to contract personnel not contract equipment.

2008 Training:

- There are several courses being offered throughout the Great Basin and Rocky Mountain Region.
- RMCG and GBCG are having their Spring Team Meetings April 7 – 11, 2008.
- ISUITE changes are in the cost module. The new ISUITE is being tested in April. Several classes are being offered in April and May across the regions.

Rental Vehicles:

- Rental vehicle management needs to be addressed. There has been a issue with damage being done to rental vehicles and individuals not being accountable for that damage. There are several cases where there is no documentation as to who has caused the damage. Therefore the incident agency administrators are left with trying to reconcile the bill. It appears that too many people are renting vehicles; this should be limited to, individuals who require the vehicle to accomplish their specific mission. This issue also needs to be addressed by agency administrators not just IMT's. Each team needs to look at this issue and figure out the best way to document rental cars in the documentation package, either for use or for damage.
- GSA Short Term Rental; Tina explained the program. The Forest Service will be experimenting with this rental program this year in the Great Basin geographical area. A benefit with using this program is the vehicle can come with a gas card. The issue will be how to charge each individual fire for the cost of the rental vehicle? With the GSA program agencies will receive one bill for all vehicles. You do not have to put a rental car on a credit card with this program.
- Discussion was also held on the RSVP rental program. This program requires that rental cars be put onto a credit card immediately instead of a billing invoice to be paid later.

D&D Distribution:

- Tina will start working on the program. She has several updates. Janelle will help Tina.
- Will add some talking points to the program.
- Will be posted to the website.

Recognition for Buying Team Leaders:

- Ray said if you want RMCG to recognize individuals you will need to send the nominations to Ross Hauck.
- The committee also has some plaques they can give out. Karrie will help Brenda with this.
- There should be one plaque given to each individual that the committee wants recognized whether they are from the Great Basin or Rocky Mountain area.

Meeting Dates:

- March Conference Call will be March 12, 2008
- April Conference Call will be April 16, 2008
- May Conference Call will be May 14, 2008
- June Conference Call will be June 11, 2008
- The Fall Meeting will be hosted by Utah the week of October 21 – 24, 2008. Location to be set in the near future.

Cell phone Authorization:

- Sherri Bauer would like to suggest that everyone needs to look at getting S numbers for cell phones when on an incident not just having it documented in special needs. This issue is covered under Chapter 20, page 36 of the Business Management Handbook. The host agency decides if cell phones are authorized and who they are authorized for.

Meeting Adjourned....